COLLECTIVE AGREEMENT ANALYSIS

DATA BASE GUIDE

Manitoba
Labour
Planning
and Research

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COLLECTIVE AGREEMENT ANALYSIS
DATA BASE GUIDE

PLANNING AND RESEARCH
MANAGEMENT SERVICES DIVISION
MANITOBA LABOUR

TABLE OF CONTENTS

	PAGE
FORWARD	1
INTRODUCTION	2
LIMITATIONS	3
DATA BASE OVERVIEW	4
INDEX OF PROVISIONS	5
PROVISION DETAILS	9
REQUEST INFORMATION	24
SAMPLE TABLE	25
REQUEST FORM	26

FORWARD

The Planning and Research Branch of Manitoba Labour has been publishing an analysis of provisions contained in collective agreements negotiated in Manitoba since 1979. The publication is a reliable source of up-to-date information on a wide variety of collective agreement provisions and is available on a regular basis to individuals and organizations involved in the collective bargaining process and any interested parties.

This is the fifth year in which information contained in the Collective Agreement Analysis Data Base will be provided on a request basis. The goal is to fill information requests the same day they are received, and return the information to the user in the following day's mail. In special "emergency" situations, information may be requested by telephone and the request will be responded to as quickly as possible.

When responding to requests, collective agreements that were in effect one year previous to the date of the request will be used in the analysis. Historical and/or more recent collective agreements can be used but only if a specific request is made to do so. It should be noted that requests for more recent collective agreements will result in a much smaller sample.

Over 110 contract provisions are broken down and grouped in various ways, making it easier for the user to obtain the specific information needed without reviewing a lengthy publication.

The Collective Agreement Analysis Data Base Guide contains a request form, information on how to use it and a sample of how the information you want will be returned to you. An index of provisions is provided on pages 5 to 8 of this guide as a quick reference.

Please forward requests to Manitoba Labour's Planning and Research Branch at the address below. Any questions you have concerning this procedure can be answered by writing or telephoning:

Manitoba Labour
Planning and Research Branch
Room 409 Norquay Building
401 York Avenue
Winnipeg, Manitoba
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Telephone: (204) 945-2491.

Critical to the success of this information delivery system is its responsiveness to your needs. Your comments and any new collective agreement information you think should be in the guide will help us improve it to meet that goal.

INTRODUCTION

Collective agreements are a valuable source of information on collective bargaining activities. The Collective Agreement Analysis Data Base reports upon the findings of 115 provisions found in Manitoba collective agreements coming under provincial jurisdiction.

The data base contains the results of the ongoing analysis of collective agreements. The number of agreements in the seven major industry sectors will vary depending upon the date of a specific information request. Requests will be filled using data from collective agreements in effect one year prior to the date of the request, unless a specific timeframe is indicated.

All agreements are classified according to the economic activity of the employer. The industry grouping for the data base are:

Mining
Manufacturing
Transportation, Communication and Other Utilities
Trade
Finance, Insurance and Real Estate
Service
Public Administration
All Industries

Included among the Service Industry collective agreements are those covering school support staff, hospital and health care institution staff and university personnel. The Public Administration agreements cover municipal and provincial government employees. Collective agreements covering transit, hydro and telephone system employees are included in the Transportation, Communication and Other Utilities division.

LIMITATIONS

The collective agreements which are analyzed and make up the data base represent only a sampling of the total number of agreements in force in Manitoba. However, the sample represents a good cross section of the approximately 1,200 agreements falling under provincial jurisdiction.

The information in the data base reflects only those provisions actually mentioned in the collective agreements. The data base does not examine occupational wage and salary levels or wage rate changes.

Collective agreements falling under federal jurisdiction are not included in the analysis. (Civil service, banks, airlines, post office, railways and interprovincial trucking.)

Collective agreements between teachers and school boards are not analyzed either. However, contracts involving school support staff (clerical, maintenance, bus drivers) have been included.

While every effort has been made to reduce the possibility of error, the actual coding of provisions in the collective agreements is performed by people and requires a certain degree of subjective interpretation.

DATA BASE OVERVIEW

The data base is divided into five major provision groups:

GROUP I: MANAGEMENT RIGHTS AND UNION/EMPLOYEE SECURITY

This section details the various aspects of collective agreements which provide for the rights and obligations of management and the union/employee. Dealt with are such provisions as regulations for advance notice requirements for layoffs and terminations, employee seniority rights in the event of promotions, layoffs, recalls, and provisions for the implementation of technological changes. (22 provisions)

GROUP II: DAYS AND HOURS OF WORK, AND PAY PROVISIONS

Days and hours of work and pay provisions deal with regular daily and weekly hours of work, normal work weeks (in days), and flexible working hours provisions. Also dealt with are overtime compensation schemes, shift premiums, wage guarantees (for reporting, call in, and standby pay), and other provisions dealing with pay plans such as wage incentive plans and guaranteed employment/earnings plans. (19 provisions)

GROUP III: PAID HOLIDAYS AND VACATIONS

This section of the data base deals with, among others, work and service requirements for holidays and vacations. Special vacations, supplementary vacations, and vacation bonuses are also detailed here. (13 provisions)

GROUP IV: BENEFITS AND ALLOWANCES

Leaves of absence for bereavement, education, union functions and business, and maternity leaves are included in this section. Service requirements for health and welfare benefits as well as sick leave provisions, extended medical insurance and life insurance plans, weekly sickness and accident indemnity plans, and accidental death and dismemberment plans are also included here. Allowances regarding meals, rest periods, work clothing, and safety equipment form part of this group as well. (45 provisions)

GROUP V: GRIEVANCE PROCEDURE AND MISCELLANEOUS PROVISIONS

Time limits and procedures for special cases, such as disciplinary cases and class action grievances, are detailed here as well as provisions for compensation of officials for grievance work. Miscellaneous provisions including those relating to industrial safety, sexual harassment, and moonlighting also compose part of this group. (16 provisions)

The information which follows includes an index of all 115 provisions (pages 5-8) and a summary of the details which are coded for in each provision (pages 9-23).

INDEX OF PROVISIONS

GROUP I: MANAGEMENT RIGHTS AND UNION/EMPLOYEE SECURITY

Management Rights and Union/Employer Security

1.1	Management Rights	9
1.2	Union Security - Membership	9
1.3	Union Security - Crossing of Picket Lines, etc.	9
1.4	Length of Probationary Period After Hiring	9
1.5	Rate on Temporary Transfer	9
1.6	Advance Notice of Layoff (or Pay in Lieu)	10
1.7	Minimum Service to Qualify for Severance Pay or Layoff Benefits	10
1.8	Severance Pay and Layoff Benefits Plan (SUB)	10
1.9	Advance Notice of Termination	10
1.10	Work and Job Sharing	10
1.11	Contracting-Out	10
1.12	Older and/or Handicapped Workers	10
1.13	Prohibition of Layoff	10

Seniority

2.1	Role of Seniority on Promotions	10
2.2	Role of Seniority on Layoff	11
2.3	Seniority Status During Layoff	11
2.4	Seniority on Recall	11

Technological Change

3.1	Technological Change - Advance Notice	11
3.2	Technological Change - Joint Consultation	11
3.3	Technological Change - Employment Security	11
3.4	Reopener Clause in Case of Technological Change	11
3.5	Technological Change - Training or Retraining	11

GROUP II: DAYS AND HOURS OF WORK, AND PAY PROVISIONS

Days and Hours of Work

4.1	Normal Daily Hours	12
4.2	Normal Weekly Hours	12
4.3	Normal Work Week (in Days per Week)	12
4.4	Flexible Working Hours	12

Overtime and Premium Pay

5.1	Overtime Compensation After Normal Daily Hours.....	12
5.2	Overtime Compensation After Normal Weekly Hours	12
5.3	Overtime Compensation on Saturday or Sixth Day (Not Normally Worked)	12
5.4	Overtime Compensation on Sunday or Seventh Day (Not Normally Worked)	12
5.5	Overtime on Paid Holiday	13
5.6	Right to Refuse Overtime	13
5.7	Time-off or Compensation for Overtime	13
5.8	Second Shift Premium Pay	13
5.9	Third Shift Premium Pay	13
5.10	Premium Pay for Saturday, Sunday (weekend)	13

Pay Guarantees

6.1	Reporting Pay	13
6.2	Call-in (Back) Pay	13
6.3	Standby Pay	13
6.4	Guaranteed Employment or Earnings	14
6.5	Wage Incentives (Includes Profit Sharing)	14

GROUP III: PAID HOLIDAYS/VACATIONS

Paid Holidays and Vacations

7.1	Number of Paid Holidays	15
7.2	Non-Legislated Paid Holidays	15
7.3	Holiday on Scheduled Day Off (No Reference to Saturday or Sunday)	15
7.4	2 Weeks	15
7.5	3 Weeks	15
7.6	4 Weeks	15
7.7	5 Weeks	15
7.8	6 Weeks	15
7.9	7 Weeks	15
7.10	8 Weeks	15
7.11	Vacation - Election	15
7.12	Supplementary (Special) Vacation	16
7.13	Vacation Bonus	16

GROUP IV: BENEFITS AND ALLOWANCES

Leave of Absence

8.1 Bereavement Leave 17
8.2 Funeral (Pallbearer) Leave 17
8.3 Travelling Time (Bereavement Leave) 17
8.4 Union Functions and/or Full-Time Union Duties 17
8.5 Jury Duty 17
8.6 Paternity Leave 17
8.7 Adoption 17
8.8 Education 17
8.9 Sick Family Member Care Leave 18

Maternity Leave

9.1 Service Requirement for Maternity Leave 18
9.2 Maximum Duration of Maternity Leave 18
9.3 Seniority During Maternity Leave 18
9.4 Retention and/or Accumulation of Seniority During Maternity Leave 18
9.5 Number of Sick Days Applied to Maternity Leave 18
9.6 Maternity Leave with Pay 18

Health and Welfare

10.1 Service Requirements for Health and Welfare Benefits (Sick Leave Requirement Only) 18
10.2 Service Requirements for Health and Welfare Benefits (For All Other Benefits) 19
10.3 Number of Days Paid Sick Leave Per Year 19
10.4 Maximum Accumulation of Unused Sick Leave 19
10.5 Reimbursement of Unused Sick Leave 19
10.6 Extended Medical Benefits - Employer's Contribution 19
10.7 Weekly Sickness and Accident Indemnity - Employer's Contribution 19
10.8 Maximum Amount of WSAI Benefit 19
10.9 Maximum Duration of WSAI 19
10.10 AD and D - Employer Contribution 19
10.11 Amount of AD and D Benefits 19
10.12 Life Insurance - Employer Contribution 19
10.13 Amount of Life Insurance Benefit 19
10.14 Long-Term Disability Plan 19
10.15 Pre-Retirement Leave 20
10.16 Video Display Terminal 20
10.17 Workers' Compensation Pay Supplements 20
10.18 Maximum Period of Workers' Compensation Pay Supplements 20
10.19 Dental Plan - Employer Contribution 20
10.20 Optical Care Plan 20
10.21 Alcohol and Drug Addiction Plan 20

Other Allowances and COLA Clauses

11.1	Rest Period	20
11.2	Paid Wash-up Time	20
11.3	Meal Allowance and/or Paid Meal Period	20
11.4	Work Clothing or Uniforms	21
11.5	Allowance for Tools	21
11.6	Safety Equipment and/or Protective Clothing	21
11.7	COLA - Escalator Clause	21
11.8	COLA - Frequency of Review	21
11.9	Method of Calculating COLA Adjustments	21

GROUP V: GRIEVANCE PROCEDURES AND OTHER MISCELLANEOUS PROVISIONS

Grievance Procedures

12.1	Employee Grievance - Initial Presentation	22
12.2	Employee Grievance - Time Limit to Initiate	22
12.3	Special Grievance Procedure in Disciplinary Case	22
12.4	Grievance Procedure for Class Actions	22
12.5	Grievance of Job Classification or Reclassification	22
12.6	Number of Arbitrators	22
12.7	Compensation for Grievance Work	22

Miscellaneous

13.1	Industrial Safety	22
13.2	Training or Retraining (Not Related to Technological Change)	22
13.3	Union Participation in Job Evaluation	23
13.4	Compensation of Union Officials in Negotiations	23
13.5	Sexual Harassment	23
13.6	Legal Insurance	23
13.7	Part-Time Employee Pro-rating of Benefits	23
13.8	Equal Pay for Work of Equal Value	23
13.9	Moonlighting	23

PROVISION DETAILS

GROUP I: MANAGEMENT RIGHTS AND UNION/EMPLOYEE SECURITY

Management Rights and Union/Employee Security

1.1 **Management Rights Provisions**

- Covers clauses setting forth the rights reserved by the employer. These may be asserted in broad general terms or in a list of specific terms. Residual rights clauses emphasize that listing of specific rights shall not be deemed to exclude other rights not enumerated.

1.2 **Union Security - Membership**

- Applies to agreement provisions regarding union membership as a condition of employment.

- Includes closed shop, modified closed shop, union shop, modified union shop, and maintenance of membership provisions.

1.3 **Union Security - Crossing of Picket Lines, Refusal to Handle Hot Cargoes**

- Applies to provisions relating employee's right to refuse to cross picket lines or handle hot cargoes (generally granted in sections 12 and 13 in Labour Relations Act).

Employee Security

1.4 **Length of Probationary Period After Hiring**

- Provision for a probationary or trial period for new employees before they acquire seniority. During this period, the employer is free to dismiss an employee if he/she proves to be unsatisfactory. The employee usually does not have recourse to the grievance procedure in such instance.

1.5 **Rate on Temporary Transfer**

- Refers to temporary transfers requested by the employer, and does not refer to permanent or employee initiated transfers (may be to either higher or lower rated jobs).

Employment Security (continued)

1.6 **Advance Notice of Layoff (or Pay in Lieu) to Employees**

- Refers to clauses requiring an employer to give advance notice of layoff to affected employees.

- "Layoff" is involuntary separation from employment, resulting through no fault of the employee.

1.7 **Minimum Length of Service to Qualify for Severance Pay or Layoff Benefits Plan**

1.8 **Severance Pay and Layoff Benefits Plans (S.U.B. Plans)**

- Refers to pay plans providing a monetary payment to employees whose employment is terminated.

- Supplemental unemployment plans provide weekly payments to employees on lay-off to supplement U.I. benefits (employee must remain unemployed).

1.9 **Advance Notice of Termination (or Pay in Lieu) to Employees**

- Refers to termination for other than cause. (Does not apply to discharge, dismissal or suspension due to disciplinary action.)

1.10 **Work and Job Sharing**

- Work sharing provides for existing work to be spread among all employees by reducing work hours as an alternative to layoff of some employees.

- Job sharing arrangements permit two or more employees to share one job.

1.11 **Contracting-Out**

- Refers to the employer practice of giving an outside firm work which would have or could have been done by his/her own employees.

1.12 **Older and/or Handicapped Workers**

- Refers to transferring older or handicapped workers to lighter or more suitable jobs.

1.13 **Prohibition of Layoffs During Term of Collective Agreement**

Seniority

2.1 **Role of Seniority in Promotions**

- Refers to what role, if any, seniority plays in getting promotions.

Seniority (continued)

2.2 Role of Seniority in Layoff

- Refers to the role seniority plays when reductions in the work force are necessary.

2.3 Seniority Status During Term of Layoff

- Refers to whether or not seniority is retained and/or accumulated during term of layoff.

2.4 Role of Seniority in Recall Procedure

- Refers to the role of seniority when bringing laid off workers back to work.

Technological Change

3.1 Technological Change - Advance Notice

- Refers to provisions requiring an employer to inform employees or the union of impending introduction of changes in machinery, equipment, or processes.

3.2 Technological Change - Joint Consultation

- Refers to provisions requiring employer to discuss or consult on possible effects of planned technological change.

3.3 Technological Change - Employment Security

- Refers to provisions guaranteeing maintenance of current wage rate if required to do work of a lower classified job. Also refers to attrition and work redistribution to limit the abolition of jobs.

3.4 Reopener Clause in Case of Technological Change

- Refers to reopening of collective agreement to negotiate possible effects of technological change.

3.5 Technological Change - Training or Retraining

- Refers to provisions committing the employer to give certain employees affected by technological change an opportunity to qualify for available jobs through training or retraining.

GROUP II: DAYS AND HOURS OF WORK, AND PAY PROVISIONS

Days and Hours of Work

4.1 Normal Daily Hours

- Includes paid meal and rest periods and similar paid time allowances. Eight hours per day are the standard hours of work for an employee under Manitoba legislation.

4.2 Normal Weekly Hours

- 40 hours per week are the standard hours of work for an employee under Manitoba legislation.

4.3 Normal Work Week (in Days Per Week)

- Refers to the number of full and half days worked by individual full-time employees.

4.4 Flexible Working Hours

- Includes variable starting and quitting times, compressed workweeks and time banking.

Overtime and Premium Pay

5.1 Overtime Compensation After Normal Daily Hours

- Standard overtime rate in Manitoba is one and one-half times the regular rate of pay, generally paid for all hours worked in excess of eight in a day.

5.2 Overtime Compensation After Weekly Hours

- Same as 5.1 except overtime is paid for all hours worked in excess of 40 hours a week.

5.3 Overtime Compensation on Saturday or Sixth Day (Not Normally Worked)

- See 5.1 and 5.2.

5.4 Overtime Compensation on Sunday or Seventh Day (Not Normally Worked)

- See 5.1 and 5.2.

Overtime and Premium Pay (continued)

5.5 Overtime Rates for Work on a Paid Holiday

- Provision applies to unscheduled work hours (when an employee is required to work on a paid holiday not normally worked). Under the Employment Standards Act, employees who are required to work on a paid general holiday must be paid their regular wages for that day, plus one and one-half times the regular rate of pay for all hours worked on the general holiday.

5.6 Right to Refuse Overtime

- Refers to provisions dealing with acceptance or imposition of overtime work. Under the Employment Standards Act, management rights do not include any implied right to require an employee to work overtime.

5.7 Time Off or Compensation for Overtime

- Refers to how overtime is to be compensated; pay, time off, or a combination of the two.

5.8 Shift Premium (Second Shift)

- Refers to a premium paid to workers other than the day shift to compensate them for inconvenient working hours. It may be expressed hourly, daily, weekly, monthly, or as a percentage of regular pay.

5.9 Shift Premium (Third Shift)

- Same as 5.8 except usually refers to hours worked between 12 midnight and 8 a.m.

5.10 Premium Pay for Regularly Scheduled Work on Saturday/Sunday (weekend)

Pay Guarantees

6.1 Reporting Pay Guarantees

- Refers to a guaranteed minimum amount of hours of work or pay in lieu of work if the employee reports for work on his/her regular schedule.

6.2 Call-In (Back) Pay Guarantee

- Refers to a guaranteed amount of pay or hours of work if an employee is called back after he/she has gone home, or if called into work before normal scheduled hours.

6.3 Standby Pay

- Refers to an allowance granted to a worker available or "on call" for work outside his/her regular working hours.

Pay Guarantees (continued)

6.4 Guaranteed Employment or Earnings

- Refers to provisions which guarantee work or pay for certain period of time. It excludes supplemental unemployment benefit plans, but includes "short week benefits".

6.5 Wage Incentives

- Refers to group incentive, piece rate, and profit sharing plans which relate earnings of workers to their actual production individually or as a group. Merit increases are not included in this provision.

GROUP III: PAID HOLIDAYS/VACATIONS

Paid Holidays and Vacations

7.1 Number of Paid Holidays Per Year

- Under the Employment Standards Act there are seven paid general holidays (New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day and Christmas Day).

7.2 Non-Legislated Paid Holidays

- Identifies by name those whole and half-day paid holidays that are granted beyond the legislative requirement.

7.3 Provision Concerning Paid Holiday Falling on Scheduled Day Off (No Reference to Saturday or Sunday)

- Under the Employment Standards Act, where a general holiday falls on a non-working day for an employee, that employee is entitled to a day off with pay at some future date.

7.4 Length of Service for Two Weeks Paid Vacation

- Refers to minimum length of service required to qualify for <u>two</u> weeks paid vacation.

- The Vacations with Pay Act requires that employees receive two weeks paid vacation after one year of service.

7.5 Length of Service for Three Weeks Paid Vacation

- Refers to minimum length of service required to qualify for three weeks paid vacation. The Vacations with Pay Act requires employees receive three weeks vacation after five years of service with the same employer.

7.6 Length of Service for Four Weeks Paid Vacation

- Minimum service required for four weeks paid vacation.

7.7 Length of Service for Five Weeks Paid Vacation

7.8 Length of Service for Six Weeks Paid Vacation

7.9 Length of Service for Seven Weeks Paid Vacation

7.10 Length of Service for Eight Weeks Paid Vacation

7.11 Paid Vacation - Election

- Refers to any provision conferring a right to an employee to select his/her vacation time.

Paid Holidays and Vacations (continued)

7.12 Supplementary (Special) Vacation

- Refers to time off with pay above and beyond the regular vacation entitlements. Provision refers to additional paid vacation for length of service, reaching a certain age, taking vacation during the "off-season", and/or remoteness.

7.13 Vacation Bonus

- Refers to money rather than time. Provision refers to extra payments to employees in addition to their normal vacation pay.

GROUP IV: BENEFITS AND ALLOWANCES

Leave of Absence

8.1 Paid Bereavement Leave

- Applies to agreements providing for paid bereavement leave (excluding travelling time).

8.2 Funeral (Pallbearer) Leave

- Applies to the maximum amount of funeral (pallbearer) leave provided for in the agreement (excluding travelling time).

8.3 Travelling Time - Bereavement/Funeral Leave

- Refers to clauses providing for travelling time provisions included over and above regular bereavement leave when the employee has to travel a long distance.

8.4 Leave of Absence for Union Functions and/or Full-Time Union Duties

- Refers to short-term leaves of absence granted to employees to attend union conventions, conferences, delegations, or to take care of special union business.

- Refers to extended leaves of absence granted to employees to work full-time for the union.

8.5 Pay for Leave of Absence on Jury Duty and/or Court Witness

- Refers to paid leave of absence granted to those employees required to appear in court as a witness or to serve as a juror.

8.6 Paternity Leave

- Refers to number of weeks of paid/unpaid paternity leave granted to employees.

8.7 Adoptive Leave

- Refers to number of weeks granted for adoptive leave of absence (paid or unpaid).

8.8 Leave of Absence - Education

- Refers to educational leave for an extended period, in a more formal sense.

Leave of Absence (continued)

8.9 **Sick Family Member Care Leave**

- Covers those provisions where an employee is allowed to utilize accumulated sick leave with pay for the purpose of attending to a sick relative who resides with the employee.

Maternity Leave

9.1 **Service Requirement for Maternity Leave**

- Refers to the number of months of service an employee must complete to qualify for maternity leave. The Employment Standards Act provides for basic maternity leave after 12 consecutive months' service with the employer.

9.2 **Maximum Duration of Maternity Leave**

- Refers to the total amount of leave granted both before and after birth. The Employment Standards Act provides for a basic leave of 17 weeks as long as the employee has 12 consecutive months of service with the employer.

9.3 **Seniority Status During Maternity Leave**

- Refers to retention/accumulation of seniority during maternity leave.

9.4 **Retention and/or Accumulation of Seniority During Maternity Leave**

- Refers to number of weeks of maternity leave after which seniority rights expire.

9.5 **Number of Sick Days Applied to Maternity Leave**

- Refers to maximum number of sick days allowed to be applied to maternity leave.

9.6 **Maternity Leave with Pay**

- Refers to maternity leave with full or partial pay above and beyond the statutory benefits provided by unemployment insurance.

Health and Welfare

10.1 **Minimum Service Requirements to Qualify for Health and Welfare Benefits (For Sick Leave Only)**

- Refers to number of months service required in order to qualify for sick leave benefits.

Health and Welfare (continued)

10.2 Minimum Service Requirements to Qualify for Health and Welfare Benefits (Excluding Sick Leave)

- Refers to number of months service required in order to qualify for health and welfare benefits other than sick leave.

10.3 Number of Days Paid Sick Leave Per Year

- Refers to time off work for reasons due to illness (granted with pay).

10.4 Maximum Accumulation of Unused Sick Leave

- Refers to the maximum number of days of unused sick leave allowed to accumulate.

10.5 Reimbursement of Unused Sick Leave

- Refers to full/partial pay for unused sick leave upon employee's termination, retirement and/or death.

10.6 Extended Medical Benefits Plan - Employer's Contribution

- Refers to actual percentage of premium paid by employer (e.g., Blue Cross, ambulance, semi-private hospital room).

10.7 Employer Contribution to Weekly Sickness and Accident Indemnity Plan

- Refers to an insurance scheme offering mid-range protection to employees suffering sickness or disability for periods falling in between the coverage of plans offering short-term and long-term protection.

10.8 Maximum Amount of Weekly Sickness and Accident Benefit

10.9 Maximum Duration of Weekly Sickness and Accident Indemnity (In Weeks)

10.10 Employer Contribution to Accidental Death and Dismemberment Plan

- Refers to actual percentage of premium paid by employer.

10.11 Amount of Accidental Death and Dismemberment Plan Benefits

10.12 Employer Contribution to Life Insurance Plan

- Refers to a program designed to provide low-cost protection to large groups of employees through a plan, generally negotiated with an insurance company, to cover an employee in the event of death.

10.13 Amount of Life Insurance Benefits

10.14 Long-Term Disability Plan

Health and Welfare (continued)

10.15 Pre-Retirement Leave

- Refers to allowing employees to take time off prior to retirement. This gives an employee an adjustment period before actual retirement.

10.16 Video Display Terminals

- Refers to allowing employees to have their eyes examined if they are required to regularly work directly with video display terminals.

- Refers to allowing V.D.T. operators break periods after operating V.D.T.s for certain periods of time.

- Refers to allowing pregnant operators to be temporarily reassigned such that they will not have direct contact with V.D.T.'s.

10.17 Workers' Compensation Pay Supplements

- Refers to provisions calling for the employer to supplement payments from workers' compensation as a result of a job-connected injury.

10.18 Maximum Period of Workers' Compensation Pay Supplements (In Months)

10.19 Dental Plan - Employer's Contribution

- Refers to actual percentage of plan paid by employer.

10.20 Optical Care Plan

10.21 Alcohol and Drug Addiction Plan/Program

Other Allowances and COLA Clauses

11.1 Rest Period

- Refers to a brief interruption in the workday, during which the employee rests or takes refreshments without loss of pay (coffee breaks, relief periods).

11.2 Paid Wash-Up Time

- Refers to both personal and machine or work area clean up (includes wash-up, clean-up, or changing of clothes).

11.3 Meal Allowance and/or Paid Meal Period

- Refers to providing employees with a meal allowance and/or a paid meal period under different circumstances. A regulation in the Employment Standards Act states that an employer must provide not less than a one hour meal period after five hours of consecutive work.

Other Allowances and COLA Clauses (continued)

11.4 Supplying of Work Clothing or Uniforms

- Refers to supplying employees with work clothing or uniforms at some or no cost.

11.5 Allowance for Tools

- Refers to supplying tools to employees at some or no cost.

11.6 Allowance for Safety Equipment and/or Protective Clothing

- Refers to agreements requiring the employer to furnish items of safety equipment and protective clothing (safety glasses, safety shoes, etc.).

11.7 Cost-of-Living Provision (Escalator Clause)

- Refers to cents per hour or percentage payments made to workers through the operation of cost-of-living adjustments.

11.8 Cost-of-Living Provision - Frequency of Review

- Refers to the frequency with which wages are to be adjusted to compensate for changes in the cost of living.

11.9 Method of Calculating COLA Adjustments

- Refers to method of calculating COLA adjustments (e.g., cents per hour, amount per week, amount per month, percentage adjustment, etc.).

GROUP V: GRIEVANCE PROCEDURES AND OTHER MISCELLANEOUS PROVISIONS

Grievance Procedures

12.1 Employee Grievance - Initial Presentation

- Refers to the first relaying of a grievance to management.

12.2 Employee Grievance - Time Limit to Initiate

- Refers to the maximum period allowed between the time of the awareness of the incident and the time of presentation to some management official.

12.3 Special Grievance Procedure in Disciplinary or Dismissal Cases

- Refers to a grievance procedure different from the normal procedure (i.e. shorter, faster).

12.4 Grievance Procedure for Class Action

- Refers to a grievance brought forward by the union on behalf of a group or class of employees.

12.5 Grievance of Job Classification or Re-Classification

- Refers to clauses permitting the union to bring a grievance against employer actions to establish or modify a job classification.

12.6 Arbitration - Number of Arbitrators

- Refers to whether a single arbitrator, or a board of arbitrators is to be used during arbitration.

12.7 Compensation for Grievance Work

- Refers to whether or not union officials are remunerated for their work in the grievance procedure.

Miscellaneous

13.1 Industrial Safety

- Refers to those agreements having safety programs and/or safety committees.

13.2 Training or Retraining (Not Related to Technological Change)

- Refers to agreements providing for on-the-job training, apprenticeship programs, etc., as well as tuition/financial assistance.

Miscellaneous (continued)

13.3 Job Evaluation Provisions and Union Participation in Classifying and Reclassifying Jobs

- Refers to formal job evaluation plans and whether or not the union participates. This does not refer to union participation in negotiating wage rates for new positions.

13.4 Compensation of Union Officials in Negotiation of Collective Agreements

- Refers to whether or not union officials receive time off without loss of pay for negotiation work during regular hours of work.

13.5 Sexual Harassment

- Refers to clauses which specifically state that sexual harassment is a recognizable form of discrimination on the basis of sex, and as such it will not be condoned or tolerated.

13.6 Legal Insurance

- Refers to clauses guaranteeing legal protection for an employee who is sued while in the process of performing scheduled regular work.

13.7 Part-Time Employees - Prorating of Benefits

- Refers to whether or not part-time employees receive benefits on a prorated basis.

13.8 Equal Pay for Work of Equal Value

- Refers to the value of work based on a composite of the skill, effort, and responsibility required in the performance of the work and the conditions under which the work is performed.

13.9 Moonlighting

- Refers to the practice of holding more than one paid job at a time.

REQUEST INFORMATION

To request information on particular provisions, users are asked to complete the request form on page 26 and mail to:

Planning and Research
Manitoba Labour
409 - 401 York Avenue
Winnipeg, Manitoba
R3C 0P8

To select provisions, users should refer to the index of provisions section of the guide on pages 5 to 8. A more detailed description of a provision can be found by referring to the page number listed in the index of provisions. When using the request form users are asked to write down the appropriate table numbers listed in the index. If the information on a particular industry is required, please check the appropriate box on the request form.

When responding to requests, information is usually presented in a standard format (i.e. collective agreements in effect January 1st of that year. An example is provided on page 25) which provides the number of agreements in which the provision appears by the size of the bargaining unit. Planning and Research will attempt to respond to requests the same day they are received, and forward the completed table(s) the next day. There will be no charge for any table(s) provided.

SPECIAL REQUESTS

The information in the data base can be broken down in a number of various ways, including: geographical area; firm size; union; duration of agreement or by public sector/private sector.

Due to the complexity of the data base and the numerous ways in which information can be broken down, users with specific requests are asked to contact Planning and Research at (204) 945-2491. Planning and Research staff will provide technical assistance in tailoring the request to meet the needs of the user.

Note: It may not be possible to produce detailed option information for each request. In some cases, there may be no agreements in a particular geographic area, firm size and industry grouping. The more detailed the request, the less likely it is that information will be available.

ALL INDUSTRIES	SIZE OF BARGAINING UNIT								TOTAL	
	LESS THAN 25 EMPLOYEES		25 TO 49 EMPLOYEES		50 TO 99 EMPLOYEES		100 OR MORE EMPLOYEES			
T7.1 - NUMBER OF PAID HOLIDAYS PER YEAR										
No provision	3	1.4%	2	1.9%	1	1.3%	1	1.0%	7	1.4%
7 days holiday			1	.9%	2	2.5%			3	.6%
7 1/2 to 9 1/2 days holiday	18	8.5%	10	9.4%	3	3.8%	2	2.0%	33	6.6%
10 to 10 1/2 days holiday	89	41.8%	37	34.9%	39	49.4%	33	33.0%	198	39.8%
11 days holiday	84	39.4%	44	41.5%	21	26.6%	35	35.0%	184	36.9%
11 1/2 to 14 days holiday	16	7.5%	12	11.3%	13	16.5%	29	29.0%	70	14.1%
14 1/2 days or more holiday	3	1.4%							3	.6%
TOTAL	213	100%	106	100%	79	100%	100	100%	498	100%

Note: Results based on collective agreements in effect January 1, 1989.

Planning and Research
Manitoba Labour

Please fill in the appropriate boxes and mail the completed form to:

Planning and Research
Manitoba Labour
409 - 401 York Avenue
Winnipeg, Manitoba
R3C 0P8.

If you have any questions regarding the Collective Agreement Analysis or the type of information available in the Data Base, please call (204) 945-2491.

NAME: _____

ADDRESS: _____

_____

PHONE: _____

Provisions requested (use table numbers assigned in the index of provisions on pages 5-8 of the Data Base Guide) (e.g., 12.1, 13.3, etc.):

_____

_____

_____

The information can be broken down into industry groupings. Please check the appropriate box. Please refer to page 25 of the Data Base Guide for an example of the all industries format.

☐ Mining

☐ Manufacturing

☐ Transportation, Communications and Other Utilities

☐ Trade

☐ Finance

☐ Service

☐ Public Administration

☐ All Industries